

HOUSING PROGRAM COORDINATOR

320

DEPARTMENT: Community Services/Office of Housing and Community Development

NATURE OF WORK:

Performs fiscal management and program administration for several Federal, State, and locally funded housing assistance programs including the Section 8 Housing Choice Voucher Program, various home ownership assistance programs, and the Homeless Intervention Program. Provides housing counseling services and program eligibility determinations for various home ownership assistance programs and the homeless intervention program.

Work is performed under the managerial direction of the Housing and Community Development Administrator.

ESSENTIAL FUNCTIONS OF JOB:

Coordinates Section 8 program administration; develops approved systems for monitoring, complex electronic reporting, and fiscal management of the program.

Assists in preparing and maintaining program budgets to assure compliance with Federal regulations.

Act as liaison for programs with landlords, HUD officials, housing counselors, contractors, and loan officers, attorneys and customers to assure timely payment and resolution of any problems.

Coordinates compliance with program regulations by administering the Section 8 Management Assessment Program (SEMAP).

Provides direction to Housing Assistants and Housing Specialists to assure all program responsibilities are completed in a timely and correct manner.

Reviews applications and interviews applicants in order to obtain information to determine financing options for the applicant. Refers to appropriate housing officials and other agencies to meet housing needs. Provides educational sessions to applicants preparing to purchase a home.

Provides housing counseling expertise to provide housing services to applicants applying for the Homeless Intervention Program (HIP).

Monitors the performance of clients, landlords, and contractors to assure that all actions prior to, during and after to provision of the loan, grant, or rental assistance are undertaken in conformance with Federal, State, and local requirements.

Monitors accounts and assures that payments to vendors are charged to the correct account and do not exceed allocated funds.

Prepares detailed applicant/certifications in order to determine the type and amount of loan, grant, and rental assistance provided to client.

Coordinates with other agencies to obtain commitment of additional resources/services required in order for clients to qualify for appropriate housing assistance.

Performs work safely in accordance with departmental safety procedure and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

JOB LOCATION AND EQUIPMENT OPERATED:

Work is performed in an office setting. Operates standard office equipment, including computer keyboard, telephone, fax machine, copier, and calculator.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of Federal regulations and procedures required to effectively manage the complex and highly regulated Section 8 Housing Choice Voucher and associated programs.

Considerable knowledge of Federal, State, and lender requirements related to home purchase financing.

Ability to establish and maintain effective working relationships with co-workers, clients, officials, and the general public.

Ability to interview people effectively.

Ability to work with confidential information.

Ability to gather facts and record and report them accurately.

Ability to express ideas clearly and concisely both orally and in writing.

Skill in making mathematical computations and effectively utilizing a variety of automated data management, reporting, and analysis programs.

MINIMUM QUALIFICATIONS:

Any combination of education and experience equivalent to a bachelor's degree with major work in housing counseling, business, real estate, or a related field providing the knowledge, skills, and abilities sufficient to the job requirements.

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Housing Program Coordinator

Position Number 320

Department Community Development

Division Community Services

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- ☒ Answering telephone, radio, or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☒ Communicating with others HUD officials
- ☐ Not essential to job function

2. Hearing/Listening:

- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

3. Reading: (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided
by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☐ Essential function
- ☒ Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☐ Essential to job function
- ☒ Not essential to job function

Explain: _____

VI. Physical Demands:

1. **Strength**: The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift									
Push/Pull									
Hold/Carry									

Manipulation done from: ☐ ground to waist ☐ waist level ☐ waist to shoulder ☐ above shoulder
(Check all that apply)

Not essential to job function: ☒ Lift ☒ Push/Pull ☒ Hold/Carry (Check all that apply)

2. **Climbing**: To move up or mount by using the hands or feet.

Ladders

- ☐ Step stool
☐ 8' to 10' step ladder
☐ Extension ladder
☐ Other _____
☒ Not essential to job function

Stairways

- ☒ 1 flight
☐ 2 flights
☐ 3 or more flights
☐ Other _____
☐ Not essential to job function

Steps

- ☐ 1-2
☐ 2-3
☒ 3-4
☐ Other _____
☐ Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run**:

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand							✓		
Sit					✓				✓
Walk								✓	
Run									

If walking or running, over what type of terrain? ☒ flat ☐ rough ☐ both

Not essential to job function: ☐ Stand ☐ Sit ☐ Walk ☒ Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- ☐ 0-5x ☐ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☒ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- ☐ 0-5x ☐ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☒ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ☒ Peripheral vision
☐ Night vision
☒ Focus (distinctness or clarity)
☐ Color perception (discriminate between colors)
☐ Depth perception (determine distance relationship between objects)

***VII. Driving:* The ability to transfer or convey in a vehicle.**

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			